

MEDC Handbook

of

Policies & Procedures

2022-2023



Morley Extended Day Care, Inc.

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Mission Statement

Nurturing individual children's growth in a safe, comfortable, and enriching environment.

WELCOME!

The Board of Directors and the staff of Morley Extended Day Care, Inc. (MEDC) are very happy to welcome your family to our program!

Morley Extended Day Care is a non-profit corporation licensed by the State of Connecticut Department of Health Services. We provide before-school and after-school care for children who attend Morley Elementary School.

In addition, MEDC offers *Vacation Camp* programs during many school holidays and during the summer. Vacation Camp and Morley Kids Camp programs are open to *any* children in kindergarten through fifth grade.

OUR PHILOSOPHY

MEDC supports the belief that children learn about themselves through the discovery and pursuit of their own interests. Through age-appropriate activities and positive guidance, children gain self-confidence, independence, and respect for self and others. By providing children with a variety of experiences in which to develop emotionally, socially, physically, and intellectually, we offer them a foundation on which to grow into healthy and well-adjusted young adults.

****MEDC POLICIES AND PROCEDURES DURING COVID-19****

Please review the adjusted procedures and safety considerations set forth to mitigate the spread of infectious disease while operating during the ongoing pandemic. Please note that while these are the current policies we anticipate will continue into the 2022-2023 school year, all are subject to change in accordance with all official public health guidance. Please be sure to monitor your email/ our website for any changes to protocol mid-school-year or prior to the start of the school year.

All protocols are rooted in official evidence-based guidance from the Office of Early Childhood, the CDC, the West Hartford School Board, local health department, as well as official State & Federal policies. These plans and procedures are meant to ensure the safety and wellness of MEDC children and employees and enable us to continue to deliver high-quality and safe child care for families.

PLEASE NOTE MEDC **WILL RESUME PROVIDING SNACK AGAIN**. Please just make sure to send your child with a reusable water bottle each day.

The following procedures and policies supersede all other MEDC protocol in the parent handbook. Please refer to the main 2022-2023 parent handbook for all other relevant concerns (i.e. behavior management, medication administration, etc.) Previous sections are marked with an *asterisk* to indicate a relevant pandemic-related amendment.

MASK WEARING:

Per State/ Local legislative requirements, indoor mask wearing is **not currently required** for staff or students. MEDC will continue to adhere to local health guidance moving forward; should policy shift and indoor mask wearing needs to resume temporarily at any point, the protocol would be as follows:

- ◆ All MEDC **staff** will wear face coverings *indoors* during work hours to model proper mask-wearing hygiene and etiquette. While playing *outdoors*, masks will continue to be optional due to increased social distancing and ventilation.

- ◆ All MEDC children will wear face coverings at all times while **indoors**, except when eating or drinking and maintaining 3 feet distance from peers. While **outdoors**, masks are *optional*, but should still be worn by all children under the following conditions:
 - Whenever maintaining 3 feet distance during play is unlikely or unreasonable, and the activity will last 15 minutes or more. (children will be given the option to spread out and remove masks).
 - If parents/ guardians have specially requested that the child keep their mask on while outdoors.

- ◆ Staff will facilitate and/or model proper **mask etiquette** according to the following procedure: children are to remove their own masks by the ear straps, and avoid touching the front or inside fabric. They will sanitize hands before and after handling their mask. Masks that have a break-away "lanyard" or next step feature are encouraged, as they ensure easy removal and prevent masks from becoming lost or soiled.

- ◆ **Masks must be provided by families** to students, but MEDC will have a supply on hand should one become soiled or if one is lost or forgotten).

◆ **Compliance** with MEDC's mask policy is of the utmost importance to ensure the overall safety of our program. Staff will encourage proper mask wearing protocol by using behavioral techniques such as positive reinforcement and proximity praise. Any children who struggle initially to follow mask guidelines will be offered plenty of gentle reminders. Should a pattern emerge where a child refuses to or is unable to comply with these guidelines, a meeting will be called with parents/ guardians to discuss additional strategies. If parents/guardians refuse to permit their child to wear a mask or are repeatedly noncompliant with our policy, they will be subject to dismissal from the program.

◆ **Exceptions:** Any child with a documented medical condition, special health care need, or developmental need (such as sensory integration) for whom wearing a mask or face covering would be contrary to their health or safety is not required to wear a mask.

SOCIAL DISTANCING AND GROUP SIZE:

MEDC will adhere to the licensing requirements of limiting group size to no more than **20** per activity/ space (as required by the Office of Early Childhood)

◆ Children will be grouped into cohorts, which will serve as their "home base" at MEDC. Children **WILL** have the ability to intermingle, both outdoors and indoors, as long as group size for one activity/ area does not exceed 20.

Children will be socially distanced to the greatest extent possible. When it is not possible or feasible to socially distance during play, students will engage in more frequent hand washing/sanitizing and will adhere to local mask mandates.

◆ MEDC programming will occur outside as much as possible, excluding rainy days and extreme cold. It is imperative that you provide your child with **weather-appropriate attire**.

◆ While indoors, MEDC will spread out as much as possible, into separate rooms and spaces (Cafe, music room, art room, gymnasium, hallway). There will be implied barriers within each space to facilitate social distancing and to help our staff manage group size.

◆ When outside, groups will be designated to certain areas and activities in order to keep children in their cohort. These "zones" will be rotated to provide variety to each group of children.

HEALTH SCREENING:

- ◆ Staff and children will have their temperature taken upon arrival to the facility in the mornings only. Anyone with a fever of 100 degrees or higher will not be permitted on the premises.
- ◆ MEDC will screen staff and children for any observable illness, including cough or respiratory distress upon arrival.
- ◆ Parents and staff are expected to follow the daily "self-screening" checklist sent out by WHPS to assist in monitoring themselves and assessing the safety of attending MEDC each day.

CLEANING AND DISINFECTING

- ◆ MEDC will exercise enhanced cleaning and disinfection using EPA approved disinfectants. Lysol (or an approved aerosol spray) will be applied to frequently touched objects before and after each day's programming, and tables, sinks, and other surfaces will be cleaned using a bleach solution/ clorox wipes. School custodians will also provide deep cleaning of our area, once we leave for the day and in the restrooms.
- ◆ Before and after snack, all tables used will be thoroughly wiped down and sanitized, as well as periodically during morning/afternoon programming.
- ◆ At the end of each morning/afternoon, MEDC will routinely clean, sanitize and disinfect surfaces and objects that are frequently touched, especially toys and games between use. Toys that cannot be cleaned and sanitized will not be used.

TEACHING HEALTHY HYGIENE PRACTICES

- ◆ Frequent hand washing at regular intervals, will be a mandatory occurrence, and we will continually educate MEDC children on appropriate cleaning techniques. Hand sanitizer stations will be located throughout the room and will be readily accessible in each group.
- ◆ A hand sanitizing station will be set up at the entrance to MEDC. Children and staff will be required to clean their hands before they enter and exit.

◆ **STAFF AND CHILDREN WILL PRACTICE FREQUENT HANDWASHING FOR AT LEAST 20 SECONDS**

◆ All staff and children shall cover their mouths with their elbow or a tissue when coughing or sneezing, and encourage children to do the same; and dispose of soiled tissues immediately after use.

◆ Children will be asked to wash their hands after sneezing, coughing, or nose blowing; before and after handling food and eating; after using the restroom; touching surfaces that may be contaminated; and using any shared equipment.

◆ If soap and water are not available, a 60%+ alcohol-based hand sanitizer will be used.

◆ Children will be reminded to avoid touching the eyes, nose, or mouth with hands. Children will wash/sanitize their hands before and after outdoor play.

◆ Easily visible, kid-friendly signage will be posted throughout MEDC spaces outlining healthy hygiene guidelines.

DROP OFF AND PICK UP PROCEDURES:

◆ Parents/guardians are permitted inside the building again this year, we leave it up to families to continue to allow our staff to help get your child packed up and sent out to meet you or to enter freely inside to help their kids pack up. Parents of kindergartners are especially welcome to come in and help their little one keep track of their belongings.

◆ Parents will drop off at the MEDC entrance in the Morning. Pick up will be at the MEDC entrance after school during inclement weather only. On most days, our groups will be outside on the Morley grounds. Please approach the nearest staff member and we will communicate on our radios to get your child ready to come meet you! Our staff will greet you upon arrival and will carry a clipboard for contactless sign-in/ sign-out.

◆ **During inclement weather** Parents are encouraged to call MEDC when they are outside or a short distance away, in order for staff to gather their children and escort them to the exit.

ILLNESS PROCEDURE:

- ◆ It is critical that staff and children **stay home** when they are sick. If your child does not feel good, they should stay home.

- ◆ Parents are asked to make a visual inspection of their children for signs of illness (fever, flushed cheeks, rapid breathing or difficulty breathing, coughing, sneezing before coming to MEDC/School each morning. The symptom screening guide sent by the school nurse is a helpful resource!

- ◆ **If a child becomes sick while at the MEDC Program**
 - Children who report feeling unwell or are observed to be sick while at MEDC will be kept separate from other children and staff in a designated "isolation area" until they can be sent home.
 - If parents/guardians can't be reached promptly, emergency contacts will be called.
 - Surfaces, toys and equipment touched by a child who becomes ill will be immediately removed from use until they can be properly cleaned and sanitized.
 - The isolation area will be cleaned and disinfected once the child leaves.
 - Children with signs or symptoms of COVID-19 may only return to MEDC with a documented negative test result or a note from a healthcare provider clearing them to safely return to the program.

- ◆ **If a child or staff member is diagnosed with COVID-19**
 - If a child or staff member is diagnosed with COVID-19, MEDC will immediately notify all MEDC families as well as the DPH and OEC to report the presence of a positive case (while maintaining confidentiality).
 - The staff member/ child will need to remain home and isolate for the proper amount of time (refer to the CDC official protocol) and until fever/symptoms subside.
 - MEDC administrators are no longer conducting individual "contact tracing," regardless of children's vaccination status.
 - Unfortunately, to ensure the long term viability of our program, tuition remains non-refundable for any mandated isolation, quarantine, or illness-related absences.

VACCINATION/ IMMUNIZATION:

All of our staff are required to be fully vaccinated. While we strongly encourage it, children are not required to be immunized against COVID-19. However, if your child is vaccinated, please include a copy of their immunization record with their updated Health Assessment.

("Typical" Programming Procedures & Policies)

OUR TEAM & RATIOS

Our team consists of our Director, Assistant Director, Head Teachers, Group Leaders and Junior Group Leaders. In accordance with Connecticut licensing, MEDC maintains a staff:child ratio no greater than 1:10. Staff members are required to submit to federal and state background checks. Staff photos and brief 'bios' are posted on the Parent Board.

Following is a brief job description for each of our staff:

Director/ Assistant Director: must have a background in education and/or child development; must have Head Teacher certification; oversees administration of program; maintains compliance with state daycare licensing regulations; recruits and trains staff; oversees bookkeeping and financial records; maintains relationship with Morley School and town officials; provides hands-on care and support for children; interacts with parents and families; is overseen by the MEDC Board of Directors

Head Teacher: must have at least twelve college credits in education or a related field; must have at least 540 hours of supervised experience in a school age childcare program; must be approved by CT Charts-a-Course the Office of Early Childhood (CT Department of Public Health); is responsible for the program in the Director's absence; assists with staff training and supervision; interacts with children and families

Group Leader: must be at least 18 years of age, and is often a college or graduate student whose field of study is related to child development; a Group Leader plans and facilitates activities, supervises children, and interacts with parents and families

Junior Group Leader: a high school student who is energetic, enthusiastic, and has a strong desire to work with children based on prior experience with babysitting, community service, etc.; assists the Group Leaders in implementing plans, facilitating activities, and supervising children; interacts with parents and families

THE GOALS AND RESPONSIBILITIES OF MEDC STAFF

Our staff is expected to provide each child with opportunities to:

- develop a positive self-image through sincere praise, positive discipline, and a variety of activities designed to promote success
- express creativity through art, music, cooking, dramatic play, scientific exploration, music and movement
- express emotions and opinions in a positive and constructive manner
- recognize the importance of good health and physical activity
- experience the world in positive ways
- enrich language skills and learn to communicate effectively with peers and adults
- develop problem-solving and critical-thinking skills
- become an independent and responsible citizen
- play and work cooperatively with peers and adults
- gain confidence when making choices
- achieve a sense of self-ownership within the program
- experience physical and emotional safety within the structure of the program

Three months after hire, all MEDC staff members become certified in First Aid and CPR. Several staff members are also certified in administration of emergency medications, such as inhalers and Epi-pens. Staff are offered other professional development opportunities throughout the year and participate in monthly staff meetings.

BABYSITTING AND THE MEDC STAFF

Morley Extended Day Care ("MEDC") **does not** provide child care services outside of MEDC facilities or outside of MEDC operating hours. Consequently, MEDC recognizes that some families whose children attend MEDC may desire to arrange to have MEDC staff provide child care services independently from MEDC, for example on weekends or after MEDC hours (hereafter, "Babysitting Engagements"). In addition, MEDC recognizes that MEDC staff benefit from Babysitting Engagements by having the opportunity to earn additional income outside of their MEDC employment.

- a. To avoid disruptions to MEDC operations, MEDC families and MEDC staff may not communicate with each other during MEDC hours with regard to Babysitting Engagements. All such communications must occur outside of the MEDC facility and MEDC operating hours. Therefore, MEDC requests that all babysitting communication to staff members takes place through staff mailboxes, located at the bottom of the parent mailbox center, or with facilitation from the Director/ Assistant Director .
- b. Under no circumstances may a MEDC staff member sign an MEDC student in or out of MEDC. The sign in/out must be completed by the parent, guardian, or other authorized person.
- c. During a Babysitting Engagement, the staff member is at all times: (i) acting in the capacity of an independent contractor for the family; and (ii) not acting in the capacity of an MEDC employee;
- d. MEDC does not make any representations or warranties with regard to the suitability of staff members for a Babysitting Engagement, and the MEDC family should not rely upon MEDC to provide a suitable staff member for any Babysitting Engagement. MEDC is not responsible for any liability arising from or related to the Babysitting Engagement. Any MEDC family that retains a staff member for a Babysitting Engagement agrees to release and hold harmless MEDC for any claims, injury, or damage of any kind and nature arising therefrom.

INSURANCE COVERAGE

Morley Extended Day Care, Inc. is covered by a Commercial Package Policy underwritten by Nationwide / Philadelphia Insurance Company. Our Board of Directors and Director are covered under a Directors and Officers Insurance Policy. Parents and staff who volunteer to drive children on field/community service trips are also covered under this policy (details are available upon request).

**REGISTRATION, WAITING LIST, FEES,
YOUR CHILD'S RECORDS, AND ENROLLMENT OBLIGATIONS**
(School Year)

Enrollment in our after-school program is limited to ninety-two children; enrollment in our morning program is limited to forty children when staffing and ratios permit. Children are registered each Spring on a first-come, first-served basis, with priority given to currently-enrolled families.

MEDC's ENROLLMENT POLICY is located on Page 6 of this Handbook.*

Parents of currently-enrolled children receive an *Enrollment Contract* in the Spring, for the following school year. Currently-enrolled families have the opportunity to register their children before enrollment is open to children on the Waiting List. **Enrollment is limited, and spaces are reserved on a first come, first served basis.** After a clearly-stated date, enrollment is open to the public, starting with siblings of former MEDC children and children whose names have been placed on the Waiting List.

Families who are new to our program and who wish to register a child must contact the MEDC office or access our website (morleyextendeddaycare.net) to complete a Waiting List application and Policy (see pages 4 and 5 for further information regarding the Waiting List policy and procedure for placing a child's name on the list).

Parents are bound to the schedule to which they commit at the time of registration. Schedules may be changed, or children withdrawn, with one month's written notice. Parents/guardians remain responsible for the remainder of that month's tuition, and children are still welcome to attend until the following month begins.

Payment of September's tuition must accompany the Enrollment Contract as a non-refundable deposit which secures the child's space.

Upon receipt of the Enrollment Contract and deposit, the parent/guardian will receive a *Confirmation of Enrollment* via e-mail as well as the paperwork that must be completed and returned to the MEDC office by a specified date. Each child's ***Enrollment form*** and ***Emergency Data form*** must be updated annually. Updated ***health forms***, including immunization records, are required each year; they must indicate that a physical exam was conducted within the last two years. ***A child will not be permitted to attend MEDC until all paperwork has been processed by the MEDC office.***

Parents are expected to update their children's records as needed. Please inform us of changes involving phone numbers, home or e-mail addresses, health-related issues, emergency contacts, hospital preference, etc. It is especially important that parents/guardians share information regarding a child's special needs, allergies, or health conditions.

Parents/guardians are required to provide the names and contact information for at least two "emergency contacts". Emergency contacts are adult (over age 18) friends, family members, or neighbors who will assume responsibility for a child if there is an illness or emergency and a parent cannot be reached. Emergency contacts should be people with whom *the child* will be comfortable. In addition, parents/guardians may choose to list additional "authorized pickups" who may pick up a child, provided that the parent has notified MEDC to expect them, and provided that the parent has ensured that the person picking up the child is over age 18 and brings a photo ID. If parents are divorced and have joint custody, both parents are required to sign the Enrollment Form to indicate approval of the choice of emergency contacts and people authorized to pick up the child. Any changes to the list must be approved by both parents.

Parents are expected to notify the Director of any changes or restrictions regarding custody issues. Parents are also expected to notify the Director of significant changes in the family which might affect a child's emotional state or behavior while at MEDC.

If there is a situation where a child must not be released to an individual, it is the parent's responsibility to notify the Director and to follow-up in writing. If a child should not be released to a non-custodial parent, the custodial parent must notify the Director in writing and must produce a court order. MEDC will not facilitate visitation between a non-custodial parent and a child; visitation must be arranged outside of MEDC hours.

Upon registration, parents/guardians are required to sign a *Statement of Understanding* acknowledging receipt of this Parent's Handbook and stating that they accept responsibility for reading and understanding MEDC's policies and procedures.

A parent or guardian of a child who is new to MEDC is required to meet with the Director prior to the child's attendance for "New Family Orientation" in order to review the child's records and MEDC policies.

WAITING LIST POLICY
Adopted October 12, 2010 (Updated October, 2019)

- It is the responsibility of the parent to submit the **WAITING LIST APPLICATION** in order to place a child's name on the waiting list.
- Enrollment is limited and spaces are filled on a first come, first served basis. Placing a child's name on the waiting list does not guarantee that the child will be enrolled for the spaces requested.
- Spaces will be offered in the order in which the child's name was placed on the waiting list. Parents must respond to the offer within a specified time period, or the space will be forfeited.
- The parent is not obligated to accept the spaces that are offered. If a space is refused, it will be offered to the next person on the list.
- If a parent chooses to reserve a space, the **Enrollment Contract and Deposit** must be returned within a designated time period, or the space will be forfeited.
- Upon receipt of the Enrollment Contract and deposit, the child will be enrolled.
- Once enrolled, if a family chooses to pause services, they will be put back on the waiting list with priority status.

PROCEDURE FOR PLACING A CHILD'S NAME ON THE WAITING LIST:

In order to place a child's name on the waiting list, the parent/guardian must complete a waiting list application through our website at morleyextendeddaycare.net or send a copy of the waiting list form to our office. You will receive confirmation of your submission.

The parent must provide the following information:

- Child's name and DOB; parent's name(s)
- Home address(es)
- Daytime telephone number(s)
- E-mail address(es)
- Days and sessions (before school, after school) requested
- Entry year/ Grade upon entry

*****It is the parent's responsibility to update contact information. MEDC is not responsible for reaching parents whose contact information is out-of-date or no longer valid.** Included with the *Application* will be the *Waiting List Policy* and the *Enrollment Policy*. The parent/guardian must sign a *Statement of Understanding* regarding these policies. The application will not be accepted without a signed Statement of Understanding.

The child's name will be added to the waiting list when the application is received by the MEDC office. The parent will receive a confirmation of the child's placement on the Waiting List.

REGISTRATION PROCEDURE FOR CHILDREN ON THE WAITING LIST:

In **March** before the September of anticipated enrollment, the Director will contact the parent or guardian via e-mail in order to:

1. Confirm that the parent is still interested in registering the child. If the parent is no longer interested, the child's name will be removed from the waiting list.
2. Inform the parent of:
 - the date that enrollment will be open to children on the waiting list
 - the time frame during which the parent should expect to hear from the Director

In **April and May** prior to September enrollment:

1. Currently-enrolled families will have a priority period during which to register their children. After the priority deadline, remaining spaces will be filled by children whose names are on the waiting list.
2. Enrollment is limited. Available spaces will be filled on a first-come, first-served basis. ****There is no guarantee that MEDC will be able to meet enrollment requests.*
3. Parents will be contacted in the order in which their children's names were placed on the waiting list.
4. If the Director is not able to reach the parent directly and must leave a voicemail message or e-mail, *available space will be held for a designated (brief) period of time.* If the Director's call and/or email is not answered within the stated time frame, the space will be forfeited and the child's name will be removed from the waiting list.
5. Parents are not obligated to accept the spaces that are offered.

If the offered space is accepted by the parent:

1. The **Enrollment Contract** will be e-mailed to the parent within one business day.
2. The **Contract and deposit** must be returned within five business days in order to secure the child's registration. *If not received within that time, the space will be forfeited.*
3. Upon receipt of the contract and deposit, the Director will confirm receipt via e-mail and will forward the forms (**Enrollment, Emergency, Health Record**) that must be on-file before the child attends MEDC. These forms must be completed and returned by a designated date; *the child will not be permitted to attend MEDC until all paperwork has been processed.*
4. A parent or guardian must meet with the Director prior to the child's first day of attendance at MEDC in order to review the child's paperwork and important MEDC policies.

FAMILIES WHOSE CHILDREN HAVE BEEN ON THE WAITING LIST MUST UNDERSTAND THAT:

- Enrollment is not guaranteed.
- Our maximum enrollment is determined by the Office of Early Childhood of the CT Department of Public Health. We can fill only the spaces made available by students who are graduating from or leaving our program.
- Initially, we might be able to offer some, but not all, of the sessions you require. You then have the option of accepting what we are able to offer and remaining on the waiting list for other spaces to open up. Doing so would give you priority as a 'currently enrolled family' in the event that spaces become available.
- You are encouraged to prepare a backup plan for child care in the event that MEDC is not able to accommodate all of your needs right away.

**Morley Extended Day Care, Inc.
ENROLLMENT POLICY**

***CURRENTLY-ENROLLED FAMILIES:**

Currently-enrolled children and their siblings may be registered for the upcoming school year upon receipt of the *Enrollment Contract* and the *MEDC Handbook of Policies and Procedures*, which are distributed in April. Currently-enrolled families may register their children before enrollment is open to the public. **Space is LIMITED, spaces are reserved on a first-come, first-served basis, and there is no guarantee of enrollment based on the child's current enrollment status.**

A parent/guardian is required to sign a *Statement of Understanding* (at the bottom of the Enrollment Contract) acknowledging that you have read and understood MEDC's policies and procedures, including the Behavior Management policy. *The contract will not be accepted and children will not be registered until the Statement of Understanding is signed.*

WAITING LIST FAMILIES:

After a clearly-stated date in May, registration will be open to families on the waiting list, and remaining spaces will be filled on a first come, first-served basis. ****There is no guarantee that MEDC will be able to honor the enrollment requests of children on the Waiting List.*

Parents will be contacted in the order in which their children's names were placed on the waiting list. If a parent can't be reached by phone, an e-mail will be sent. If the Director is not able to reach the parent directly and must leave a voicemail message or e-mail, the parent will be *required to respond within a designated period of time*. If the Director's call and/or email is not answered within that time frame, *the space will be forfeited and the child's name will be removed from the waiting list.*

It is a pre-requisite that a parent or guardian must meet with the Director prior to the child's first day of attendance at MEDC in order to review the child's paperwork and important MEDC policies. Newly-enrolled families will receive the *MEDC Handbook of Policies and Procedures* during that Orientation. The parent will sign a *Statement of Understanding* acknowledging receipt of the Handbook and stating that you and the Director have reviewed MEDC's policies and procedures, including the Behavior Management policy. *Children will not be permitted to attend MEDC until all paperwork is on-file, the parent and Director have met, and the Statement of Understanding has been signed.*

SCHEDULE COMMITMENT / FINANCIAL COMMITMENT:

Parents are bound to the *schedule* to which they commit on the Enrollment Contract, as well as to the *financial obligation* associated with that schedule. Schedules may be changed with one month's *written notice* if space is available. Children may be withdrawn from any days that have been reserved with one month's *written notice*; the parent remains responsible for that month's tuition.

Payment of one month's tuition must accompany the Enrollment Contract as a *non-refundable deposit* which secures your child's space. The deposit will be applied to September tuition.

***SCHOOL YEAR FEES**

The current year's **FEE SCHEDULE** is included with the Enrollment Contract.

School-year tuition fees are calculated on an *annual* basis. The annual fee is broken down into 10 monthly installments. In this way, fees are consistent each month. During months when school is dismissed early to accommodate teacher conferences, *fees do not increase*. During months that contain holidays or vacation days, *fees do not decrease*. There is no fee adjustment for snow days, illness, play dates, or any other reason that the child does not attend on a day which has been scheduled.

Monthly fees are due on the first of the month. A monthly invoice will be e-mailed to parents and guardians prior to the first of each month reflecting tuition costs as well as any past balances due. A receipt of paid tuition may be requested for your records by e-mailing us at: MEDC.BOOKKEEPING@gmail.com (this address is for financial matters only).

Tuition is due on the first of the month. If your payment is not received after a five day grace period, a late charge of \$30.00 will be added to your account. If the 5th of any month falls on a weekend or holiday, payment is expected prior to the 5th.

TUITION, LATE FEES, AND OTHER OUTSTANDING CHARGES MUST BE PAID *IN FULL* EACH MONTH IN ORDER FOR YOUR CHILD TO CONTINUE ATTENDING THE PROGRAM THE FOLLOWING MONTH.

A per diem fee is charged for school-year Vacation Camps. Vacation Camp tuition must be paid upon registration. Registration takes place one month before the vacation day.

Children who attend Fifth Grade Club on Wednesdays may be offered field trip opportunities. An additional fee may be charged for Fifth Grade Club field trips in order to help cover the costs of admission and transportation. Field trip fees must be paid when you return the permission slip.

*Occasionally, you might want for your child to attend on a day that he/she isn't enrolled. We will be able to accommodate this request IF we know that there will be space available that day; ***permission must be requested in advance***. There is a per diem fee for 'drop in days.' Drop-in days may not be substituted for days for which the child has been enrolled.

SCHOOL-YEAR FEES MUST BE PAID-IN-FULL BY JUNE 10th. *Children will not be permitted to attend MEDC on June 11th if and until the school-year balance has been paid in full.*

Details concerning summer camp fees may be found on page 25 of this Handbook.

RETURNED CHECKS

- The fee for each returned check is \$20.00. If a returned check causes your payment to be made after the 10th of the month, late fees will be added to your account.
- If two checks are returned within one month, a cash payment, money order or bank check will be required for that month's charges in order for your child to continue attending the program.
- If three checks are returned by the bank during the school year, all subsequent payments must be made with a bank check or money order.

LATE PICKUP FEES

Late pick-up fees are charged if your child is picked up after 5:40 (5:30 in the summer), as follows:

- Between one and five minutes past closing (according to the school's clock), a \$10.00 late fee is charged.
- If a child is picked up late a *second* time, the parent will be charged \$20. If a child is picked up late a *third* time, the charge will be \$30.
- An additional \$1.00 per minute will be charged starting at six minutes after closing.
- A statement regarding these charges will be placed in the parent's mailbox; the late fee is due upon receipt of this statement.

*****The Director may request a meeting with any parent who has exceeded 3 late pickups during the school year or during the summer. The parent may be asked to make other arrangements for child care.***

See page 17 for MEDC's policy for when a child is not picked up by closing time.

FAILURE TO NOTIFY THE MEDC OFFICE OF AN AFTERNOON ABSENCE

If your child is absent from school for any reason, he/she may not attend MEDC. If your child is absent from school, we will be notified via the school's absence list and it is not necessary for you to call the MEDC office.

However, if your child leaves school early due to illness or doesn't attend MEDC on a scheduled day for any other reason (such as a play date, a doctor's appointment, etc.), you must call or email us directly. Please do not ask your child's teacher, the school nurse, or the school office to notify us of an absence.

Consistent failure to alert MEDC to your child's absence in the afternoon may result in additional fines. If you fail to notify us three times during the school year, you will be fined \$10.00. The fourth time that we must search for your child, you will be fined \$20.00. If you fail to notify us of your child's absence a fifth time during the school year, you may be asked to make other childcare arrangements.

MONTHLY SCHEDULE CHANGES

Parents are financially obligated to the schedule submitted with the Enrollment Contract and the first month's tuition payment. Should this schedule change, we require one month's written notice (for which the parent pays that month's tuition) before the parent is relieved of that financial obligation.

*****OUR DAILY / WEEKLY ROUTINE*****

HOURS AND DAYS OF OPERATION (School Year)

MEDC is open Monday - Friday during the following times when Morley School is in session:

Before School Program: 7:15 - 8:30 a.m.

After School Program: 3:20 - 6:00 p.m. on Monday, Tuesday, Thursday, Friday.

Wednesday afternoons: 2:00 - 6:00 p.m.

Prior to the start of the school year, classroom teachers are notified which children in their classes will attend MEDC and each child's schedule of attendance.

*Morning Program:

During the morning session, children may arrive as early as 7:15. If you arrive before 7:15, you must wait outside with your child until we officially open. Children may bring breakfast to MEDC; they will be provided with a supervised place to eat. Activities planned for the morning group include crafts, games, and outdoor play. At 8:30, children are directed to their classrooms. Kindergarteners and 1st graders are escorted to their classrooms by MEDC staff, where they are greeted by their teachers.

*Afternoon Program:

During our after-school session, children are offered a variety of activity choices including homework club, outdoor play, gym time, arts and crafts, blocks and kinetic activities, cards and board games, books, science and nature projects, dramatic play, music, and special theme-related activities planned by staff.

Children are provided a nutritional snack upon arrival each day. The snack calendar is posted on the Parent Board.

Space is provided for children to keep their backpacks and outerwear, as well as their MEDC projects.

On a rotating basis, children in each grade have the opportunity to participate in *CLUB* activities. They are removed from the larger group to enjoy their own gym or outdoor games, snack time, and activities prepared

especially for them. In this way, we are able to meet the diverse needs of each age group by programming activities especially for them.

Our staff communicates with each other via walkie-talkies and keeps track of children's whereabouts. Children are expected to report to the adult carrying the walkie whenever they leave the room for any reason. All children are escorted to and from the playground by a staff member.

WHAT TO BRING (and what NOT to bring) TO MEDC

Children are encouraged to bring or wear sneakers for outdoor play. Sneakers *MUST* be worn in the gym.

Younger children are encouraged to keep a spare set of clothing in their backpacks.

Children should be prepared for outdoor play *every day* and should bring outerwear suitable for the weather. In order to play in snow, children *MUST* wear snowsuits, boots, hats and gloves or mittens. Please remove any dangling cords or loops from clothing. All clothing should be labeled.

Toys from home are not allowed at MEDC. (Exceptions will be made on 'special' Vacation Camp days such as Pajama Day or Stuffed Animal Day.) Electronic devices are *never* permitted. Children may bring one book, labeled with the child's full name.

Children may *not* bring outside food, candy, or gum to MEDC. (Parents of children who have documented food allergies that require medical treatment or restricted diet: see page 11 for provisions for allergic children.)

Children may not bring animals/pets to MEDC or interact with any animals/pets during MEDC hours. Parents are asked to leave dogs home when picking up their children, in order to protect children and staff members who might have allergies.

Personal items may not be left in the hall or in the MEDC office during the school day or overnight. Examples of such items include sports equipment, musical instruments, school projects, car seats, backpacks, etc.

HOMEWORK CLUB as an ACTIVITY CHOICE

The decision to participate in MEDC's **Homework Club** is made by the child and the parent or classroom teacher. An MEDC group leader will provide supervision, guidance, and support to those children who choose to begin their homework before joining the rest of the group for projects and play. We do *not* offer tutoring services or one-on-one homework help. Our written **Homework Policy** will be provided to and signed by any parent that requests a child's participation in Homework Club.

SNACK

MEDC provides a well-balanced and nutritional after-school snack. An **MEDC SNACKS** notebook is located in the Parent Corner, which contains nutrition and ingredient information about every snack we serve.

During Vacation Camp days, we provide both a morning and an afternoon snack. ***The cafeteria does not operate when school is closed, so your child will need to bring a nutritional LUNCH, including a drink and utensils, on vacation days and to summer camp.

The monthly snack calendar is posted on the Parent Board.

DIETARY RESTRICTIONS or FOOD ALLERGIES...

PLEASE alert the Director to any specific dietary needs, food allergies, etc.

Provisions for children who have documented food allergies requiring medication and/or restricted diet are as follows:

If your child has a food allergy, you will be required to review the MEDC SNACKS notebook and complete an authorization form which designates which snacks your child may and may not be offered. If your child has severe allergies and you would prefer to provide your child's snacks, please speak with the Director about the types of snacks that will be permitted, the method of storage, and your child's dietary needs. Any snacks provided from home for an allergic child must be approved by the Director and in keeping with MEDC's commitment to provide nutritional snacks (no sweets, chips, etc).

See Page 19 for information concerning Administration of Medication, including Epi Pens.

PROGRAMMING FOR KINDERGARTENERS: *Kinder Club*

Every morning, Kindergarteners are escorted by MEDC staff from the cafeteria to their classroom entrances. Our staff make sure they witness each child connect with his/her teacher.

Every afternoon, Kindergarteners are escorted from their classrooms to MEDC by our after-school staff.

Through September, Kindergarteners have Kinder Club every afternoon. They are helped with putting away their backpacks and possessions, and they are escorted to the bathroom. During the first hour of the first month of the after-school program, they are supervised by Club staff as they eat snack, play on the small playground, or engage in an activity. Responsible older children might be asked to help kindergarteners as they make the transition to after-school. By October, Kindergarteners are prepared to engage with older children upon arrival and enjoy Kinder Club on a weekly basis.

***THE CLUB PROGRAM**

At MEDC, we recognize that children have different social and emotional needs which must be addressed within our program. We also acknowledge that meeting the diverse needs of a wide range of age groups is a challenge that is unique to school-age programs.

As part of our commitment to provide age-appropriate opportunities for our oldest children, fifth-graders enjoy *Fifth Grade Club* on Wednesday afternoons. Space in *Fifth Grade Club* is limited and enrollment is open only to those fifth graders who are enrolled for Wednesday afternoons as part of their regular schedule. Special *Fifth Grade Club* activities include a ropes course program designed to promote self-esteem and teamwork, movie events with pizza, field trips, and service-learning projects. Supervised homework, sports, and cooperative games are part of the curriculum for fifth graders.

Clubs for children in Grades K through 4 are offered on a rotating basis so that all children eventually have the opportunity to enjoy Club activities. Children look forward to having their own special gym time, snack area, and activities prepared especially for them.

The Club program is staffed by two experienced Group Leaders who plan and implement the curriculum to ensure consistency and continuity.

Children and parents must understand that club participation is a privilege. Members agree to abide by the social contract written by the children and club staff. The consequence for persistent misbehavior is suspension or permanent removal from the club.

COMMUNITY SERVICE-LEARNING PROJECTS

Reaching out to the local and global community is an important aspect of the MEDC program. Morley Extended Day Care will provide children and families with opportunities to engage in community service. Under the direct supervision of our staff, children have visited nursing homes, the Connecticut Humane Society, and the West Hartford Dog Pound/Animal Shelter. They have volunteered at the Science Center of West Hartford and 'adopted' a family in need. They have raised money for Fidelco and Canine Companions and earned funds for AmeriCares, Save the Children, CCMC programs, CT Food Bank, and the Susan G Komen Breast Cancer Foundation. They have planned and supervised food drives, raffles, bake sales, Hop-A-Thons, carnivals, collections of recyclables, and other fund-raising activities. We are very proud of these and other contributions to our community and look forward each year to sharing this rewarding experience with your children.

PARENTS' RESPONSIBILITIES AND OPPORTUNITIES

PARENT INVOLVEMENT

As a private, non-profit corporation, MEDC is overseen by a Board of Directors made up of volunteer parents of children in our program. Parents interested in serving on the Board are encouraged to speak with the Board President or Director. During Board meetings, discussion revolves around policy and programming as well as budgetary and administrative issues. Feedback from parents in any of these areas is encouraged and appreciated.

The names of current Board members are posted on the Parent Board.

Parents and children are asked to complete annual evaluations of our program. Annual evaluations solicit constructive feedback regarding our program and suggestions as to how we can address the needs of our families. Feedback is always welcome and appreciated at any point during the year as well.

Parents may check-in with their children during program hours. For any visit that will last longer than ten minutes, parents are required to sign the child out and take him/her off the premises. When the visit ends, the child may be signed back in. MEDC does not offer supervised visitation of non-custodial parents. At the discretion of the Director, eligible students may schedule necessary visits with Speech Therapists, OT's, etc. during MEDC hours.

During program hours, parents should refrain from distracting staff members by engaging in lengthy conversation, as Group Leaders' attention must be focused *entirely on the children*. This is especially important while staff is supervising the playgrounds. Any parent who would like to confer with MEDC staff about a child's specific issues may request a conference through the Director.

While a child is present at MEDC (whether in the cafeteria or on the playground, and *whether it is before or after the child has been signed out*), parents are obliged to support MEDC staff by requiring that their children continue to follow MEDC's rules regarding safety and behavior. It must be understood that while on MEDC premises, the authority of a staff member supersedes parental authority. Anyone who does not comply with MEDC rules and policies will be asked to leave the premises during program hours.

Other ways that parents can be involved with MEDC include...

- o attending the evening events hosted by our staff and children
- o staying up to date with emails and parent correspondence as well as all other notices left in mailboxes or e-mailed
- o being aware of information posted on the Parent Board

***SIGN-IN / SIGN-OUT PROCEDURES** **and the PARENT BOARD**

Important information is posted on the Parent Board, concerning program news, daily activities, licensing information, and special events. Parents are asked to check the Parent Board daily.

Weekly sign-in sheets are located on the Parent Board. State licensing standards require that children be signed in each morning and out each afternoon.

Our policies regarding signing children in and out are as follows:

- o The time must be recorded next to your initials. A clock has been placed on the Parent Board for your convenience.
- o If anyone other than a parent or guardian is to pick up a child, the Director must be notified by note, phone call, e-mail, or in person (even if the person picking up is on the authorization list in the child's file).
- o **Staff will require photo ID from any unfamiliar individual who will pick up your child. Staff members will not allow your child to leave with a person who is not authorized by you.**
- o Children may not be picked up by anyone under the age of 18.
- o Anyone picking up and/or dropping off a child must enter the cafeteria and sign in and out, in person. For the safety of your child and to comply with state regulations, **your child cannot be dropped off in the parking lot or on the street and allowed to enter the program without an adult (over age 18).**

When your child will be absent in the afternoon....

Because the Director must spend time tracking down any child who doesn't arrive when expected, your consideration in keeping MEDC informed of any schedule changes is appreciated.

Please note any expected absence on the *Daily Schedule Change* list next to the sign-in sheets. If your child will be absent on a scheduled afternoon and you haven't noted the change on the list, please email us directly at morleyextended@gmail.com or leave a message at 860-232-5336 before 2:30pm (1:30 on Wednesday) that day. If you send an email, you should expect a response; no response means that we did not get the message and you should then call the MEDC office. Many families copy us on emails to the main office/ their classroom teachers; this is also acceptable.

The MEDC office is separate from the Morley School office. *Please do not pass on the responsibility to your child's teacher, the school nurse, or the school secretary or the child to notify us of schedule changes; you must notify the MEDC office directly.*

If your child is absent from school, we will be notified via the school's absence list and it is not necessary for you to call the MEDC office. However, *if your child leaves school early due to illness or for any other reason, you must also notify us directly.* If your child is absent from school for any reason, he/she may not attend MEDC that day.

Consistent failure to alert MEDC to your child's absence in the afternoon will result in fines. If you fail to notify us three times during the school year, you will be fined \$10.00. The fourth time that we must search for your child, you will be fined \$20.00. If you fail to notify us of your child's absence a fifth time during the school year, you may be asked to make other childcare arrangements.

***PARKING**

When dropping off or picking up your child...

Please **DO NOT USE** the designated handicapped parking spaces (unless you are legally entitled to do so).

Please do NOT park in RESERVED spaces: reserved spaces must be available to the school principal, nurse, and administrative staff at all times.

If you park in a reserved space, you might be parked-in by the person who is entitled to use that space. You will then have to locate that person in order to access your vehicle.

VACATIONS AND HOLIDAYS

MEDC operates *Vacation Camp* programs during many school vacations and holidays including **Yom Kippur, Rosh Hashanah, Election Day, February Vacation, April Vacation, and the summer months.**

MEDC does not operate on the following holidays: Labor Day; Columbus Day; Veterans' Day; Thanksgiving Break; Winter Break; Martin Luther King Jr. Day; President's Day; Good Friday; Memorial Day; Fourth of July (or the Friday before/Monday after when the 4th falls on the weekend).

We close to prepare for Morley Kid's Summer Camp on the last day of school and on the day after school ends. We close for a period of time (to be determined each year) the week before school starts, in order to allow the custodians adequate time to prepare our space for the school year.

Child care is available on vacation days for the *full day* (7:15 a.m.-6:00 p.m./ 7:45-5:30 in the summer) and is not limited to your child's regular hours.

Registration for school-year holiday camps takes place approximately one month prior to the holiday.

Tuition for vacation camps is not included in your monthly tuition fee. A per diem vacation-day tuition fee must be paid upon registration.

Children (K-5) who do not attend Morley School or who do not attend MEDC may attend on vacation days and holidays. Typical MEDC enrollment paperwork is required prior to attendance.

Following is the procedure for registering your child in school-year Vacation Camp programs:

- One month prior to the vacation day, you will receive a VACATION CAMP RESERVATION FORM via email, alerting you to upcoming vacation day(s) and holidays. Complete the form and return it before the due date, with full payment. **Space will not be reserved without the registration form AND payment.** Enrollment is limited and spaces are filled on a first-come, first-served basis. It is possible that the program might be fully-enrolled and registration might be closed before the registration deadline.
- Parents are charged for any day a child is enrolled unless he/she is withdrawn from the enrollment list *prior to the deadline noted on the VACATION CAMP RESERVATION FORM*. Registration forms will not be accepted after the registration deadline.
- You should expect a *Confirmation* of your child's enrollment via email no later than two-weeks prior to the camp date.
- A minimum of twelve children must be signed-up in order for our program to operate on vacation days and holidays. If fewer than twelve children are enrolled, you will be notified of our intent to close so that you can make other arrangements for your child. Payment will be refunded if MEDC must cancel a vacation day program.

Enrollment for the summer camp program typically begins in February. See page 25 for information about summer camp registration.

<p>*EMERGENCY POLICIES AND PROCEDURES</p>
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INCLEMENT WEATHER

- **If West Hartford Public Schools are closed** due to inclement weather (snow, extreme heat, etc.) or for any other emergency situation, **MEDC will also be closed.**
- If **school is delayed one hour**, we too will open one hour late (8:15 a.m.).
- If **school is delayed 90 minutes**, we too will open 90 minutes late (8:45 a.m.).
- If **school is dismissed early**, we are closed.
- According the WHPS policy regarding emergency closings, 'after-school and evening activities' may be canceled by the Superintendent of Schools. **If afternoon and/or evening activities are canceled, this includes the MEDC after-school program.** Therefore, if school ends at the regular time but 'afternoon and evening activities are canceled,' the afternoon session of MEDC is canceled.

- If weather conditions during Vacation Camp days are extreme, it will be at the discretion of the Director and the MEDC Board President to delay opening, close early, or cancel the program for that day.
- The MEDC staff will attempt to contact parents and/or care-givers via email in the event of an unexpected closing; however, it is ultimately the parent's responsibility to be aware of school closings and cancellations. Call the West Hartford Source Number (860-233-2334) for information on delays or closings in the morning and throughout the day. You may also register with the town and/or local news stations to receive text alerts.

WHEN A CHILD IS NOT PICKED UP BY CLOSING TIME...

Children must be picked up by a parent or authorized adult by 6:00 (5:45 in the summer). Late fees begin to accrue one minute past closing time (see page 8 for information regarding late pick up fees).

Most children are anxious and disturbed when their parents are late. If you know that you will be late, please call MEDC ahead so that we can reassure your child that you're on your way. If you anticipate being more than ten minutes late, please arrange for an adult friend, neighbor, or relative to pick up your child instead; then call MEDC to authorize release of your child to that person.

If we do not hear from you and you do not arrive at closing time, we will take the following steps:

- If a child has not been picked up five minutes after closing, parents or guardians will be called.
- Ten minutes after closing, authorized emergency contacts will be called and asked to pick up the child.
- If the child's family members and emergency contacts cannot be located within thirty minutes after closing, police will be called.

Children will not be released to anyone who is not listed as parent, guardian, or emergency contact unless the parent contacts MEDC to authorize release.

IF A PARENT, GUARDIAN, or PERSON PICKING UP A CHILD SEEMS UNFIT TO ENSURE THE SAFETY OF THE CHILD...

If our staff believe for any reason that you, or the person authorized to pick up your child, is not behaving responsibly (i.e.: under the influence of alcohol and/or drugs), the staff will suggest that the individual request that another authorized individual pick up the child. If that suggestion is not followed, the staff will report the situation to the police after the individual and child depart.

FIRE, LOCKDOWN, AND RELOCATION

MEDC conducts quarterly Fire Drills. Children are familiar with the rules and the route because we follow the same routine they are accustomed to at school.

Our Lockdown and Relocation Procedures are as follows:

Emergency Procedures: Re-Location Plan

In the event of a severe catastrophe (i.e., gas leak, explosion, etc.), when remaining at Morley School is not possible, all children and staff will re-locate to Whiting Lane Extended Day Care (WLEDC) at 759 Farmington Avenue, corner of Whiting Lane.

Transportation to WLEDC will be dependent upon the specific situation; walking in a supervised line will be attempted first, as long as weather permits. Once situated comfortably at WLEDC, staff will begin to contact parents to notify them of the situation and to arrange immediate pick-up at WLEDC.

Lockdown

If we should be notified by the WH Police Department that a lockdown is necessary, all doors and windows will be locked, lights will be turned off, and children and staff will be swiftly ushered into a safe interior location. We will maintain contact with the police department via cell phone.

***HEALTH AND SAFETY**

Even under the most ideally supervised conditions, it is natural for children to get bumps, bruises, scrapes or cuts. We will assist children in the most efficient, appropriate, and comforting manner in these situations.

MEDC staff members who are certified in First Aid and CPR will treat minor injuries. All injuries requiring first aid will be reported to parents with an "Accident Report". Parents will keep one copy of the report and will sign and return the other copy to the MEDC office.

You will be contacted immediately if the injury is of a more serious nature.

MEDC has agreements with the following professionals, who provide information and support when necessary:

- ~ **Tricia Bachan, RN**, is our Health Consultant, available to answer any medical questions.
- ~ **Dr. Kevin Maltz** is our Pediatric Dental Consultant, available to answer our dental questions.
- ~ **Gregory Ganci** (Our previous Director) serves as our Social Work Consultant.
- ~ **Deb Funke** (of WHEE II) serves as our Education Consultant.

***ILLNESS AND EXCLUSION POLICY**

While illness in any childcare setting is inevitable, MEDC strives to take all preventative measures to halt its transmission. MEDC strongly urges parents to arrange back-up care for those days when a child needs to stay home and recuperate rather than attend school and a busy child care program.

If a child is absent from school for any reason, he/she may not attend MEDC.

If a child *does* attend MEDC, it is expected that he/she is well enough to participate in the day's activities.

If a child becomes ill during our program, he/she will be removed from the group and will stay in a comfortable and secluded area with a staff member. A parent will be called immediately to pick up the child. If a parent can't be reached, emergency contacts will be called. *It is expected that the child will be picked up within one hour of the phone call.*

The following guidelines are used to determine whether the staff will call a parent to pick up an ill child:

- temperature of 99.5 degrees F, or higher
 - nausea and/or vomiting
 - diarrhea
- Obvious symptoms of a communicable disease; i.e. chickenpox, head lice, pink eye, etc.
 - severe nasal and/or chest congestion
 - mucous coming from eyes, nose, or throat
- a persistent cough that interferes with daily activities
 - behavior that indicates pain or distress

When any of the above symptoms are present, we ask that you pick up your child promptly or make arrangements for a trusted adult friend or relative to pick up. MEDC does not have an on-site nurse and is not equipped or staffed to care for sick children.

If emergency treatment is necessary, the child will be transported by ambulance to the hospital designated by the parent on the child's enrollment form. If no hospital has been designated, the child will be transported to the closest emergency facility. The child will be accompanied by the Director, Head Teacher, or Senior Group Leader. Parents will be contacted immediately.

Parents/guardians are expected to inform the Director of any health issues that might affect a child's participation in MEDC activities. It is expected that children with an infectious illness or condition will be kept home.

ADMINISTRATION OF MEDICATION

MEDC expects that parents will arrange their child's medication schedule so that doses can be delivered at home or by the school nurse rather than by MEDC staff.

Medications may not be carried by children for self-administration.

Specific staff on each shift have been trained and certified to administer emergency medication, by the Connecticut League for Nursing and/or the American Red Cross. Conditions for which we will administer medication include, but are not limited to, asthma, allergies, and emergency situations requiring an epipen. We will not administer antibiotics, pain relievers such as Tylenol, or ADHD medications.

In order for emergency medications to be administered during MEDC hours, special forms must be on file in the MEDC office. These forms must be signed by both the doctor and the parent. Medications must be delivered in the original pharmacy container, clearly labeled with the child's name and dosage instructions. Medications will be stored safely according to Connecticut Department of Public Health guidelines.

An Emergency Care Plan must be completed for every child who has a chronic health condition (i.e. asthma, life-threatening allergy, etc.)

All forms, Emergency Care Plans, and medication must be delivered to MEDC by August 1 if the child is to attend MEDC at the start of the school year. If the child begins attending MEDC during the school year or during a Vacation Camp program, medications and forms must be on-site before the child's first day of attendance.

During the summer, MEDC staff are authorized to apply sunscreen (continuous no-rub spray only) with written parental permission.

***SECURING THE BUILDING**

The cafeteria door will remain locked at all times that children are present. A staff member will be assigned to greet you and open the door for you. The door will be opened only to people who have immediate MEDC business. After-hours trips to the lost and found, classroom trips for forgotten homework, bathroom trips, etc. will not be permitted.

Upon your arrival, your child will be called to the cafeteria by walkie-talkie. Children who are on the playground will be escorted into the building by a staff member. We appreciate your patience in allowing the extra time to ensure the greatest possible safety of the children.

Morley Extended Day Care
***BEHAVIOR EXPECTATIONS AND BEHAVIOR MANAGEMENT POLICY**

The following BEHAVIOR POLICY is reviewed with each parent/guardian before a child attends MEDC, in accordance with licensing regulations. A parent or guardian must sign a copy of the Policy before the child may attend MEDC. Parents have the right to request a conference with the Director and/or the Board of Directors at any time.

MEDC's Mission Statement is to nurture individual children's growth in a safe, comfortable, and enriching environment where they feel welcome and secure.

At MEDC we endeavor to meet the needs of different age groups and individual interests. We provide time, space, opportunity, supervision, and encouragement for children to do homework, engage in gross motor and fine motor activities, and participate in peer-oriented Club programs. An important feature of our program is that we offer choices and opportunities for children to make decisions and accept natural consequences.

The MEDC staff is committed to providing the safest environment for each child. As part of that commitment, we accept responsibility for setting limits and for monitoring children's behavior. We also acknowledge our responsibility to take appropriate action if inappropriate behaviors are exhibited by a child or by a group of children.

The following behaviors are not acceptable at MEDC because they set bad examples, disrupt the activities of other children, or endanger children and/or staff:

- Bullying (physical, verbal, or emotional) or threatening/ intimidating
- Using inappropriate physical contact or violence (i.e. hitting, kicking, spitting, biting, scratching, fighting, etc.)
- Swearing or using vulgar and inappropriate language
- Disregard for the rules and policies of MEDC
- Disrespectful, oppositional or defiant behavior towards staff
- Destruction of property

If, in the opinion of our staff, a child is unable to maintain appropriate behaviors and/or puts the wellbeing of other children or staff in jeopardy, or risks injury to himself/herself, the following actions will be taken:

- Staff will use respectful and positive disciplinary techniques to guide and redirect the child's behavior.
- If the misbehavior persists, the child will be removed from the activity and placed in supervised "cool down". At the end of a specified amount of time (one minute for each year of age), the teacher and the child will briefly review the incident and will brainstorm alternative strategies in case the incident recurs.
- The parent or guardian will receive two copies of a 'Caring and Sharing' note describing the incident and the action taken. A parent/guardian is expected to sign and return one copy of the Caring and Sharing note.
- At the discretion of the Director, a meeting may be called between the child, the parents/guardians, and the Director. Solutions to behavioral problems will be discussed and may include a Behavior Modification Plan.
- In cases of severe or dangerous misbehavior, a parent or guardian will be called and asked to pick up the child within one hour. The child will not be permitted to return to MEDC unless and until all parties have met to determine whether the structure of our program is suitable for the child. The child might be suspended for a period of two or more days. If it is decided that the child may continue attending MEDC, a behavior plan will be implemented to encourage positive behaviors and the child will be placed on probation.
- If another incident occurs after the above-listed measures have been taken, **OR** if misbehavior is persistent or severe (such as aggressive, destructive, or anti-social displays), **OR** if the behavior (even if not persistent) is (in the judgment of the MEDC Director and staff) dangerous to the child or others in the program, the child may be permanently dismissed from MEDC. A child who is permanently dismissed is not eligible for reinstatement.

The MEDC staff will strive to create the best possible environment for your child to be successful in our program. Thank you for your understanding and cooperation.

STUDENTS WITH SPECIAL BEHAVIORAL HEALTH NEEDS

MEDC strives to provide equitable access to child care for all families. We foster an open and accepting environment and uphold an inclusion-based philosophy with respect to all activities and programming. Families whose children have special behavioral or mental health needs are expected to communicate this to the Director upon registration. Certain behavioral accommodations can be made on a case-by-case basis and require a conference between parents/ guardians and the Director prior to the child's start date.

It is important to note that while we do everything we can to provide modifications and special accommodations, we are not staffed or equipped to provide proper care and attention to children with extraordinary needs. Families whose children work with a one-to-one paraprofessional or follow an IEP during the school day should consult with the Director prior to enrollment to ensure that MEDC will be a good fit and a successful environment for the child.

COMMUNICATION WITH PARENTS

Much of our communication with parents (Newsletters, school closings, registration information and forms, etc.) takes place by email. Please provide us with the best email address that you want us to use for that purpose.

Your MEDC Mailbox is located next to the Parent Board. Mail is distributed according to the first letter of your *child's* last name. Accident Reports, Caring and Sharing notes, and requested statements are left in your mailbox. Parents who would like to receive two copies of mailings should notify the MEDC office.

We expect that parents will check their mailbox daily, read all MEDC email correspondence and check the Parent Board. We cannot be responsible if parents are unaware because they do not retrieve information made available to them by any of the above.

A *Caring & Sharing* note is completed by a staff member who has witnessed a specific behavior (positive or negative) that warrants a parent's attention. Often, a Caring and Sharing note will be used to express appreciation for a child's behavior, a new skill mastered, or a significant act of kindness. Caring and Sharing notes will also alert parents to misbehaviors that were addressed at MEDC. Significant misbehavior will be discussed with the parent. Children are often included in discussions with parents.

Accident Reports will be completed whenever a child is injured or ill at MEDC.

Parents are given two copies of Caring and Sharing notes and Accident Reports. ***One copy must be signed and returned to the MEDC mailbox.***

Parents may communicate with staff by leaving a note in the Staff Mailbox, located in the MEDC office and labeled with the staff member's name.

A list of Board members is posted on the Parent Board. Parents may communicate with Board members by leaving a note in the Board mailbox (lower right corner).

CHILD ABUSE: RECOGNITION AND REPORTING

Connecticut General Statute, Section 46b - 120, defines an *abused* child as a child or youth less than 18 years of age who:

- has had a physical injury or injuries inflicted upon him/her other than by accidental means
- has injuries which are at variance with the history given of them
- is in a condition which is the result of maltreatment such as, but not limited to, malnutrition, deprivation of necessities, emotional mistreatment or cruel punishment

A child is considered *neglected* if she or he:

- has been abandoned
- is being denied proper care and attention, physically, emotionally, or morally
- is being permitted to live under conditions, circumstances, or associations injurious to his/her well being
- has been abused

Each staff member at MEDC is considered a "mandated reporter." By law, mandated reporters are required to report suspected abuse and/or neglect. A report is made if a staff member witnesses abuse or neglect, is told that abuse or neglect has occurred, or believes there is "reasonable cause" to suspect abuse.

~ *reasonable cause*: if a mandated reporter has information leading him/her to believe that an injury or neglect was

caused by non-accidental means, based upon the reporter's evidence, experience, and training

~ *suspicion*: it is enough for the mandated reporter to file a report based on what he/she has observed or been told

According to Connecticut state statutes, any person who *knowingly* makes a false report of child abuse or neglect, shall be fined not more than two thousand dollars or imprisoned for not more than one year, or both; any person required to report within the guidelines of the Connecticut statutes, who *fails to make a report*, shall be fined not more than five hundred dollars.

REPORTING ABUSE BY A STAFF MEMBER

A person who suspects an MEDC staff member of abuse must report this to the Department of Children and Families (DCF) and to the staff member's supervisor (the Director or the Board of Directors).

The Department of Children and Families will:

- immediately telephone the Department of Public Health and Addiction Services (DPHAS), the state agency that licenses day care homes and centers
- report allegations of sexual abuse or severe physical abuse to the local police department
- work with the DPHAS Day Care Program Specialist to investigate the report
- share relevant information with DPHAS throughout the investigation
- provide families, upon request, with community resources on counseling or therapy for the victim of the abuse

The Department of Health and Addiction Services will:

- immediately notify DCF by phone of all complaints of abuse, neglect, or children-at-risk in a licensed or unlicensed day care center
- notify the reported center of the complaint
- report to police all reports of sexual abuse or severe physical abuse or neglect
- work jointly and cooperatively with the DCF social worker to investigate the report
- share all relevant information with DCF throughout the investigation
- inspect the program for compliance with the licensing requirements to assure the health, safety and welfare of children
- take into consideration the findings of the completed investigation by DCF and police before reaching any final decision related to suspension or revocation of license

Morley Extended Day Care, Inc. will:

- immediately contact the parent(s) of the child(ren) involved in the allegation of abuse
- immediately suspend this staff member until the investigation is complete and resolved
- remove this staff member from suspension upon being "cleared" of this charge OR
- terminate this staff member should he/she be found guilty of this charge
- call a parent meeting/forum to discuss the outcome of the investigation and MEDC's plans on moving forward
- be available to answer any questions regarding the incident, with staff/child confidentiality maintained
- provide re-training for staff regarding child abuse recognition, awareness, and reporting

SUMMER PROGRAM



MORLEY KIDS CAMP

Morley Kids Camp welcomes campers who are entering Kindergarten through sixth grade. The program is recommended for children who are at least five years old. Campers do not have to be Morley School students or MEDC participants in order to attend camp.

CAMP ROUTINE

Camp hours are 7:45 a.m. - 5:30 p.m., Monday - Friday. Children may be dropped off and picked up anytime during these hours. However, on field trip days, you will want to check the times of any trips that are planned and arrive at least one-half hour before the departure time.

Weekly themes determine the field trip that is scheduled and the activities that are planned. Examples of previous summers' themes have included: "Hug-A-Bug", "Happy Trails", "Under The Boardwalk", "Magical Mystery Tour", "The Deep Freeze," "Kids in Camelot," and "The Bone Zone."

Activities include science and nature, arts and crafts, cooperative games, organized sports, indoor or outdoor sand and water play, reading, puzzles, contests, board/card games, music, movies, drama, sewing and weaving, visits to Fern pool, field trips, playground, gym, and Siesta (rest) time.

For part of each day, children are divided into age groups ('Youngers' and 'Olders') and offered age-appropriate activities.

Several days a week, we travel to Fernridge Park Pool. The group takes the CT Transit "A" Bus to the local park to swim and play between 12:30 and 3:00 p.m.

On **Fridays**, we enjoy 'Wacky Water Fun' at Morley, with water slides, water balloons, sprinklers, etc.

Wednesday is *Field Trip Day*. Parents will be notified of field trip details several days before the trip. The cost of the trip is included in the tuition fee.

Morley Kids Camp is staffed by experienced MEDC employees who are certified in First Aid and CPR. Adult:camper ratios are 1:7 for group activities, 1:4 at the pool, and 1:5 on field trips.

Children should bring the following items to camp EACH DAY:

- a *nutritional lunch*, utensils, and drink (we cannot provide refrigeration or heating of lunches)
- a labeled bottle of *continuous spray/no rub* sunscreen should be provided on the first day and left here for the duration of the camper's stay
- a labeled water bottle (optional)
- a bathing suit and towel each day; even if we don't go to the pool, we will still engage in water play
- a brimmed hat (optional but recommended)

- a change of clothing; camp activities can get messy!
- Sneakers, which are required for the gym

Registration for Morley Kids Camp begins in February for MEDC families and previous years' campers and is open to the public in March. Enrollment and payment procedures are as follows:

- Currently-enrolled families receive registration materials via e-mail. They have the opportunity to enroll their children two weeks before enrollment is open to the public.
- A two-week deposit fee (equal to two weeks' tuition) must be paid upon registration. This fee will be applied toward the camper's **LAST two weeks** of camp. If more than one child from the same family will attend, a one-week deposit, per child, is required to secure their spots.
- Families who are not currently enrolled in MEDC pay a non-refundable registration fee (per family) in addition to the two week tuition deposit.
- Enrollment is on a weekly basis and fees are based on a *flat weekly rate*. The fee for the Fourth of July week is reduced.
- There is no minimum or maximum number of weeks that campers may be enrolled.
- Fees are due on the *Friday before each scheduled week*.
- Late fees are charged if payment has not been made by Monday afternoon. Your child may not attend camp until fees are paid.
- A *Morley Kids Camp shirt* is required attire for all field trips. The order form is included with the registration form and must be completed and returned, with shirt payment, at the time of registration. A child who is registered for four or more weeks receives a free camp shirt.
- A late fee of \$10.00 will be charged if your child is not picked up by 5:30 p.m. At 5:35 p.m., an additional \$1.00 will be charged for each minute thereafter, until you arrive.
- Fees are not refundable due to a camper's illness or voluntary withdrawal from the program.

Morley Extended Day Care, Inc. admits children regardless of race, creed, color, sex, national origin, religion, or physical/mental ability.

Morley Extended Day Care, Inc. hires qualified staff regardless of race, creed, color, sex, national origin, religion, or physical ability.

Contact Information:

Morley Extended Day Care, Inc.
77 Bretton Road
West Hartford, CT 06119

Phone: 860-232-5336

E-mail: morleyextended@gmail.com

Fax: 860-371-2262

Website: www.morleyextendeddaycare.ne

2021-2022 Administrative Staff

Sean Lemkey, Director
Chelsey Cefaratti, Assistant Director

Staff names and photographs are posted in the Parent Corner as well as on our website.

Board of Directors:

The MEDC Board of Directors consists of volunteer parents whose children attend the program.

The list of current Board members is posted on the Parent Board as well as on our website. Please refer to our website if you are interested in joining our Board of Directors this school year.